

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1078351

DATE POSTED: 12/16/13

POSITION NO: 241541

CLOSING DATE: 12/30/13

POSITION TITLE: Equipment Mechanic

DEPARTMENT NAME / WORKSITE: Navajo DOT - Road Maintenance Administration, TseBonito, NM

WORK DAYS: Monday-Friday

REGULAR FULL TIME: ☒

GRADE/STEP: Y61A

WORK HOURS: 8:00am-5:00pm

PART TIME: ☐ NO. OF HRS./WK.: _____

\$ 30,264.00 PER ANNUM

SEASONAL: ☐ Duration: _____

\$ 14.55 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Under direct supervision, performs trouble shooting of gasoline and diesel engines, hydraulic systems, steering systems, axles, electrical. Provide preventative maintenance services to heavy equipment or vehicle. Repair, recondition service heavy equipment. Troubleshoot and diagnose malfunctions and failures of machine and engines systems and their components. Utilization of proper testing equipment to determine cause of mechanical failures, problems or defects. Ensure efficiency and proficiency of services in all aspects of equipment or vehicle operations. Assist in the procurement of parts, equipment and materials. Provide field maintenance service when deem necessary so equipment or vehicle downtime is minim, transportation equipment or vehicle to dealer for warranty repairs. Contact with tribal departments, programs, state, county governments, federal agencies and automotive or equipment dealership to comply with transportation and environmental regulations. Attend mechanics to ensure the safe repair maintenance and inspection of equipment or vehicle. Ensure and provide proper techniques in servicing or maintaining equipment or vehicle in a timely manner that complies with all transportation requirements and regulations. Ensuring and practicing personnel safety in all areas of workplace, repair equipment or tools are in safe operating condition, conduct inventory, keep materials available by working directly with safety staff, supervisors, administrative support staff. Prepare incident or quarterly reports for progress. Provide assistance in department activities or functions; and performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

High School Diploma or GED and

two (2) years experience in diagnosing, repairing, overhauling and servicing motor vehicles and/or heavy equipment; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of journey level diesel equipment preventive maintenance/repair, computerized diagnostic equipment, mechanical, electrical, hydraulic, compression, maintenance of diesel trucks. Knowledge of occupational safety/health precautions; skilled in using diagnostic tools/equipment, skilled in safely testing, inspecting, maintaining/repairing tractors/trailers, must be able to follow established HazMat safety practices/procedures.

Special Requirements:

Applicant must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment. Applicant must possess a Commercial Driver's License (CDL) with Class B. **Preferred:** Applicant with First Aid/CPR Training.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.